

O/M - Z

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CONFIDENTIAL

Document No.	037
No Change In Class.	<input checked="" type="checkbox"/>
<input type="checkbox"/> Declassified	
Class. Changed To:	TS S C
Auth.: NR 70-2	
Date: 13 Nov 1978	By: [Redacted]

10 January 1952

Summary of Recommendations and Actions

- Employees to be urged to stay home as long as possible.

Action

Personnel will do this. OPC will cooperate.

- Employees to be assigned to office of employment and interviewed as soon as possible after arrival.

Action

Personnel will see that this is done.

- Security to permit pool managers to talk intelligibly to employees questioning per diems or release for security reasons.

Action

Col. Edwards has agreed to brief pool managers for this purpose.

- Security to permit security manual to be on hand at pool for instruction.

Action

Col. Edwards has agreed to this.

- Separate covert employees.

Action

This will be done when space is available, scheduled originally for mid-February, now mid-March.

- Transfer responsibilities for training the pool from Personnel to Training and instigate orientation and security courses.

Action

Personnel and OPC agree, as they are respectively affected. Training will proceed at once as to overt, when space is available (mid-March) as to covert, employees.

Security Information

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- ✓ 7. Pay temporary employees on Confidential Funds roster biweekly, not monthly; put finance officer at pool one afternoon a week to cash checks.

*pay*  
Action

Mr. Wolf agreeable; Personnel approves. Col. White will establish this program.

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✓ 8.

- Paint and clean up [redacted]

Action

[redacted] of Administrative Services has agreed to make an inspection and do the necessary.

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*No 5/14/78  
H. F. [initials]*